



Transportation Enhancement On-Line Application Guide



Welcome to the Transportation Enhancement Program (TE) On-Line Application Guide.



The following document will guide you through the TE on-line application process. The TE application consists of some basic project information and several attachments that provide more detail in various areas. These online help topics are not intended to serve as a replacement for the *Detailed Overview and Instructions* publication, which covers project eligibility and related matters in greater detail. For technical assistance related to the on-line application, please contact Matt Opsommer at opsommerma@michigan.gov.



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Getting Started

When you first arrive at the MDOT Transportation Enhancement website, click ***Apply On-line*** to start your application.

This will take you to the login screen to the on-line application. If you are a new user, you will need to create an account with us. To do this, click the ***New User*** button. You will then be prompted to create a user name and password.

Please note - applications are stored by user account, so another user can not log into their account and view your application. However, you may share your user name and password to allow other users to view your application. This is helpful if you have several stakeholders for a project that want to review the progress you are making and make suggestions for the application.

After you login to your account, the first step is to select the ***Create New Application*** link. This link opens up a new application, which is discussed in the following section.

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Application

The TE (Transportation Enhancement) Application

The main page of the TE application (pictured below) provides basic information about your proposed project and the agency applying for the TE award as a starting point in the process. You must fill in this information and save your application before proceeding to any of the attachments.

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Application: Applicant Agency:

Applicant Name:

Project Description

Project Name:

County: MDOT Region:

City/Township/Village:

Township: City/Village:

Length: (To the nearest tenth of mile)

Zip Code: Other Zip Codes (if any):

Route No./Street Name/Facility Name:

Project Limits (use nearest cross street):

Type of Work:

☐ Project is within MPO boundary MPO:

Project Category

NONMOTORIZED TRANSPORTATION

☐ Provision of facilities for pedestrians and bicycles

☐ Preservation of abandoned railway corridors including the conversion and use thereof for pedestrian or bicycle trails

☐ Provision of safety and education activities for pedestrians and bicyclists

TRANSPORTATION AESTHETICS

☐ Landscape and scenic beautification

☐ Acquisition of scenic easements and scenic or historic sites

☐ Scenic or historic highway programs, including the provision of tourist and welcome centers

☐ Control and removal of outdoor advertising

HISTORIC PRESERVATION

☐ Rehabilitation and operation of historic transportation buildings, structures, or facilities including historic railroad facilities and canals

☐ Archaeological planning and research

☐ Establishment of transportation museums

☐ Historic preservation (not included above)

WATER QUALITY MITIGATION

☐ Environmental mitigation to address water pollution due to highway runoff

WILDLIFE MORTALITY MITIGATION

☐ Reduction of vehicle-caused wildlife mortality

http://mdot275.mdot.state.mi.us/tea/insert_app1.stm

6/12/2007

<http://mdot275.mdot.state.mi.us/tea/button.stm?arg1=new>

6/12/2007

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Attachment A – Project Description

Attachment A is a description of your proposed Transportation Enhancement project. It is required for all applications. The project description should include:

- The location, including beginning and ending points.
- A detailed description of all proposed project work.
- A description of the linkage between the project and the transportation facility to be enhanced.
- Benefits of the project to the community (increased mobility, increased pedestrian safety, improved aesthetics, etc.)
- A description of any other work associated with the project.

Please note: if this project was previously submitted but did not receive funding, describe the changes that have been made to the project and the application.

Working in Attachment A

To enter the description in Attachment A, click in the text box and type in your information. You can also cut and paste to import text from another program, such as Microsoft Word.

Click on the **Save** button when you have completed the description to store your Attachment A for future editing or submission.

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Attachment B – Visual Aides

Attachment B is where you add one or more maps, plan views, cross sections and/or photographs pertaining to the project. Images are uploaded and stored in the TEA (Transportation Enhancement Application) database.

- Each application may have (and should have) multiple attachments in Attachment B.
- Attachment B maps should clearly define the location of the project on county and/or local maps. The maps should show project limits, the areas of major work, and all rights of way.
- Original photographs of the existing facility as well as drawings of the proposed project should be included in Attachment B. A site plan of the proposed construction and illustrations of the project are helpful.
- Bicycle/pedestrian facilities should include typical cross-sections.

Working in Attachment B

To add an Attachment B, click the **Insert** button at the top of your screen. The Attachment B window will be displayed. Using the Attachment B window, you will be able to load the scanned image of a map, plan, or photograph into the TEA database using the following steps.

- In the Attachment Description field, enter a brief description of the document you are loading.
- In the Attachment Type field, use the drop-down pick list to select what sort of Attachment B this is.
- Now enter the name of the file that you are loading in the Select File to Upload field. To browse the files on your machine, click the **Browse** button.
- The image must be saved as a .JPG or .GIF document and smaller than 400kb in order for it to be successfully loaded into the TEA database.

When you have finished filling in the fields on the Attachment B screen, click the **Save** button to store your map, plan, or photograph. When you click the **Save** button, TEA uploads the file to its database. The Attachment B screen will be redisplayed in a slightly different format.

Modifying an Attachment B

When you save an Attachment B, TEA assigns it a number. This page also displays the object description and type that you provided. You can view the object by clicking on the **View Image** button. Once the image is open, you may change the attachment, then click the **Save** button and your attachment will be updated.

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Attachment C – Relationship to Category Goals

Attachment C is where you discuss how your proposed project meets one or more of MDOT's goals for each category. The category goals may be found in the Detailed Overview and Instructions publication. A separate Attachment C must be supplied for each project category checked on the application form.

List of Attachments C

When you first select the Attachment C tab for an application, a list of any existing Attachment Cs will be displayed.

- To view or modify an existing attachment, click on the attachment number.
- To create a new Attachment C, click on the ***Insert*** button.

Adding an Attachment C

As mentioned previously, you complete one Attachment C for each category selected for the project. To complete the Attachment C, you need to fill in the two fields on the screen.

- In the Category drop down menu, select the category to which this evidence of eligibility pertains. Category options are:
 - Non-Motorized
 - Transportation Aesthetics
 - Water Quality
 - Wildlife Mortality
 - Historic Preservation

The description field is where you enter the information that provides evidence of this project's eligibility for funding in this category. This description should not be a reiteration of information found in other sections of the application, but it may reference them as necessary. Type the eligibility information into the text box provided. You can also cut and paste to import text from another program such as Microsoft Word.

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Attachment D – Property Information

Attachment D gives the current property description where the proposed project will be constructed. This attachment should explain:

- How the property will be acquired if it is not in current right-of-way.
- Impact on adjacent property owners and the efforts to inform them of the proposed project.

Each application has only one Attachment D. When you select the Attachment D tab for an application, a text box appears that you will use to enter your Attachment D. To enter, simply click in the text box and type in your information. You can also cut and paste to import text from another program, such as Microsoft Word.

When you have completed the property information, click on the **Save** button to store your Attachment D for future editing or submission.

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Attachment E – Environmental Factors

Attachment E is an analysis of the social, economic and environmental factors for the project. This form presents evidence that the applicant has adequately considered the consequences of this project.

TEA applications and Attachment E in particular, are examined by environmental reviewers. The reviewers attempt to determine the following:

- Is the data supplied in the application accurate?
- Is the project likely to be able to comply with the environmental requirements in the time frames indicated?
- Is the proposed project practical from an environmental standpoint?

The purpose of Attachment E is for the applicant to show that they have accurately identified all potential environmental problems. Environmental issues should be dealt with, or the plan should provide a reasonable strategy for handling the issues. It must be clear that the applicant is willing and able to comply with all environmental requirements.

YOU ONLY NEED TO FILL OUT SECTIONS ONE AND TWO FOR ATTACHMENT E even though additional sections are listed.

Section One is where you check the broad ranging permits/environmental clearance you think the project will require. This is important and helps our reviewers determine what level of background work you have done.

The table shown below is the first part of section one. Check all that apply to your project. Then in the second part of section one, describe the anticipated impact the checked boxes will have on your project in the text box provided.

Section 1

1. Check all that apply. (See instruction booklet for more information.)

- | | | |
|---|---|---|
| <input type="checkbox"/> Additional ROW/Grading permit | <input type="checkbox"/> Recreation Lands | <input type="checkbox"/> State Historic Preservation Office Clearance |
| <input type="checkbox"/> Inland lakes or streams permit | <input type="checkbox"/> Tree removal | <input type="checkbox"/> Contaminated Sites |
| <input type="checkbox"/> Wetlands permit | <input type="checkbox"/> Endangered species | <input type="checkbox"/> Other |
| <input type="checkbox"/> Floodplains permit | <input type="checkbox"/> Coastal zone | <input type="checkbox"/> Other |

Section Two is where you describe what type of efforts have been made to inform the community of the project, meetings, information sessions, public forums, ext. The community should be informed and involved in project development. This information is entered into the provided text box.

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Attachment F – Project Budget

Attachment F is the budget for the enhancement project. The budget must be complete and itemized, and needs to include calculations that support the costs. Labor, supplies and materials and other direct costs should be listed. Participating and non-participating costs must be separated. The federal/local match ratio must be uniform for all eligible items in the project budget. Please refer to the MDOT match percentages document on the TEA website to see if your community has a required amount of match.

The Attachment F window is divided into three sections:

- Participating Items
- Non-Participating Items
- Information about funding sources.

The Participating Items and Non-Participating Items sections work in the same way. To add a budget item to either, click the **Insert Line** button to the right of the appropriate section. A new blank row will be displayed in which you can enter information about the budget item. For each item, in either section, provide the following information:

Field Name	Field Description
Items of Work	A description of the project task
Quantity	The amount of work to be completed
Unit	The unit of measurement for this task (square feet, cubic yards, etc.)
Unit Cost	The cost per unit
Item Cost	TEA calculates and displays the Item Cost (quantity x unit cost). You cannot change the Item Cost other than by revising the quantity or unit cost.

If you need to delete either a participating or non-participating item, first be sure that the cursor is positioned in one of the fields on the line you want to delete. Then click the **Delete Line** button.

While you are making entries in the Participating Items and Non-Participating Items sections, you can use the **Compute Totals** button to find the total project cost. When you click the button, TEA will sum the costs and display the totals on the line that says Total Project Costs.

The calculation used is:

Participating Costs + Non-Participating Costs = Total Project Costs

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Following the Participating and Non-Participating Cost sections is the last portion of Attachment F, where you enter information about the project's funding sources. The fields in this section are described in the table below

Field Name	Description										
Applicant's % share of participating costs	Indicate what percentage of the participating costs will be provided by the applicant agency, or another source. This must be at least 20%.										
Total Match and Funds requested	<p>Once you have entered all of the costs for the project and indicated the percentage of the participating costs to be provided by the applicant agency, TEA will calculate and display the Match and Fund Requested fields. The Funds Requested field is the amount of participating costs that will not be provided by the applicant. Funds requested is calculated in this way:</p> <p>Total Participating Costs - (Total Participating Costs x Applicant's % Share)</p> <p>For example, if the total of participating costs is \$9,600.00, and the applicant's share is 20%, the Funds Requested is:</p> <p style="text-align: center;">$9600.00 - (9600.00 \times .20) = 7680.00$</p> <p>The Match then is the amount that the applicant agency has agreed to provide. In the above example, the Match amount would \$1,920.00.</p> <p>TEA performs this calculation after you enter the Applicant's % share of participating costs, and exit the field. If you do not exit the field, TEA will perform the calculation when you click the Save button to save your Attachment F.</p>										
Add match amount for each source. All of these must add up to equal the total match amount.	<p>The matching funds do not need to be paid directly by the applicant agency; there may be other sources for the matching funds. If there are other sources, these are specified in the Source of Match field. Select the Source of Match from the drop-down pick list. Your choices are:</p> <table><tr><td>City/Village</td><td>Township</td><td>County</td><td>MDOT</td><td>MDNR</td></tr><tr><td>MPO</td><td>Transit Agency</td><td>Others</td><td></td><td></td></tr></table> <p>You may enter up to 5 matching sources.</p>	City/Village	Township	County	MDOT	MDNR	MPO	Transit Agency	Others		
City/Village	Township	County	MDOT	MDNR							
MPO	Transit Agency	Others									
Source of Non-Participating Funds	In this field, specify who will provide the funding for any non-participating costs.										
Project Cost	When you click the Compute Totals button at the top of the window, TEA will total the participating and non-participating costs, and display the result in this field.										

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Attachment G – Maintenance Plans/Agreements/Covenants

Attachment G should describe proposed maintenance plans, agreements, and/or preservation covenants. An estimate of the annual cost of maintenance and the source of maintenance funding should be included.

When you first select the Attachment G, click ***Insert*** and answer the two questions displayed below:

- What agency is responsible for operation and maintenance of the completed project and what source of funds will be used?
- Describe anticipated maintenance needs by task. (Indicate frequency of maintenance and estimated annual cost.)

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Attachment H – Letters of Support

Attachment H consists of resolutions of support and letters of approval from project sponsors and/or other relevant agencies. Attachment H is not required until requested by Enhancement Staff. However, you are welcome to attach letters of support from the local unit of government, MPO, transportation agency with jurisdiction, etc.

When you first click on the Attachment H tab for an application, a list of any existing Attachments H will be displayed, as shown in the diagram at the top of the following page. If there is no Attachment H, the list headers will appear but the list itself will be blank.

Adding an Attachment H

To add a letter of support, you first select the **Insert** button, fill in the two fields shown on the screen and described in the table below.

Field Name	Description
Attachment Description	Provide a brief description of the letter that you are adding. This is the description that will appear in the letters of support list.
Select File to Upload	Enter the name and full path of the file contains the supporting document. You may use the Browse button to locate the file on your computer. The Browse button is described in more detail later in this help topic.

When you have finished filling in the fields on the Attachment H screen, click the **Save** button to store your scanned letter. When you click the **Save** button, TEA uploads the letter to its database.

Modifying an Attachment H

When you save a letter of support, TEA assigns it an attachment number. This page also displays the description of the letter that you provided. You may revise the description of the document, but you cannot change the image at this time.

You can view the scanned letter by clicking on the **View Image** button.

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Attachment I – Contact Information

Attachment I is not a standard TEA attachment. Rather, it is a list of names and addresses of parties involved in a project. Each Attachment I contains a single name and address. At a minimum, you should list an Application Preparer, Contact Person and the Chief Elected Official for the applying agency.

List of Attachments I

When you first select the Attachment I tab for an application, a list of any existing Attachments I will be displayed, as shown below. To view or modify one of the existing Attachment Is, click on its attachment number. To create a new Attachment I, click on the **Insert** button.

Adding an Attachment I

Selecting an existing attachment number or start by clicking the **Insert** button. If you are adding a new name and address, the fields on this screen will be blank. If you are modifying a record, you simply click in the field that you want to change, then make the necessary changes. You should complete one Attachment I for each person associated with the project. The fields on this screen are described in the table below.

Field Name	Description
Address Number	This field is generated and assigned to the address record by TEA. You cannot modify the number in this field. After you enter the data and click on the Save button, the address number will be generated. Until then, the field will be blank.
Type	Use the drop-down pick list associated with this field to select the type of contact for whom you are entering name and address information.
Name	Enter the person's name (first and last, if both are available). This field is required for all contact types except Sponsors.
Title	Enter the person's title.
Organization	Specify the name of the organization with which this individual is associated.
Address, City, State, Zip	Provide the street name and number, city, state and zip code for this person. These fields are required for all contact types except Sponsors.
Phone	Enter the phone number, including the area code. This field is required for all contact types except Sponsors.
Fax	Enter the fax number, if available, including the area code.
E-mail	Enter the e-mail address, if available.

When you have entered all available information pertaining to this contact person's name and address, click the **Save** button to store your entries. Once you have entered the name and address, the record will appear on the list of Attachments I.

Supporting Documents

Supporting Documents provides a way for you to store the scanned images of additional evidence that pertains to an application's attachments. Supporting Documents generally provide further substantiation for one of the following attachments: A, C, D, E, F, or G. In order to store a supporting document in the TEA database, it must previously have been scanned and stored in a .JPG or .GIF format. In addition, it must not be larger than 400 KB in size.

List of Supporting Documents

When you click on the Supporting Documents tab, a list of any existing supporting documents will be displayed. If there are no supporting documents, the list headers will appear, but the list itself will be blank.

To view or modify information about one of the existing documents, click on the document number. To add a new supporting document click on the **Insert** button.

Adding a Supporting Document

To add a supporting document, you need to fill in the three fields on this screen. These fields are described in the table below.

Field Name	Description
Document Description	Provide a brief description of the document that you are providing. This is the description that will appear in the support document list.
Document Category	As mentioned previously, Supporting Documents generally provide further substantiation for a specific attachment. Use the drop down pick list provided for this field to select the attachment to which this document pertains. Your options are Attachment A, C, D, E, F, or G.
Select File to Upload	Enter the name and full path of the file contains the supporting document. You may use the Browse button to locate the file on your computer. The Browse button is described in more detail later in this help topic for those who are unfamiliar with the concept (see 'Buttons/Links on the Supporting Documents Page' below). The file must not be larger than 400KB in size and must be in either a .JPG or .GIF format.

When you have finished filling in the fields on the Supporting Documents screen, click the **Save** button to store your scanned document. When you click the **Save** button, TEA uploads the document to its database. The Supporting Documents screen will be redisplayed in a slightly different format, as shown in the following section.

Modifying a Supporting Document

When you save a supporting document, or when you select an existing document from the document list to modify, the following screen is displayed:

When you save a supporting document, TEA assigns it a document number. This page also displays the document description that you provided, as well as the attachment to which it pertains. You can view the scanned document by clicking on the **View Image** button. This button is described in more detail later in this help topic.

You may change the document description or its category on this screen. However, you may not change the image. If you need to attach a different support document, you should delete this attachment and create a new one using the appropriate image file.

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Attachment S – Project Schedule

Attachment S identifies key milestones in project development. This information will provide us one basis upon which to further evaluate and monitor your progress in project development.

Adding Start and Completion Dates

Please enter schedule start and completion dates for your project (as shown below). The dates you enter are targets and may be refined as your project progresses. It is important to note that our receipt of your schedule does not guarantee a commitment of funding in accordance to this schedule.

Schedule Milestone	Start Date mm/dd/yyyy	Com mn
1. Acquisition of Right of Way If right of way acquisition is prerequisite to construction, please provide dates. If acquisition is necessary, write "00/00/0000" in the date boxes.	<input type="text"/>	<input type="text" value="08/1"/>
2. Design Plan Review Cost Estimate This milestone includes buildable plans and a cost estimate for those plans.	<input type="text" value="10/03/2002"/>	<input type="text" value="12/"/>
3. Financing in Place TEA funds are paid as a reimbursement for costs incurred and paid by the recipient at the agreed upon match ratio. Funding is not available in advance of costs; hence, applicants must be prepared for the cash flow required for 100 percent of project cost.	<input type="text" value="08/11/2000"/>	<input type="text" value="08/"/>
4. Construction/Project Implementation	<input type="text" value="10/01/2003"/>	<input type="text" value="12/"/>

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The fields on this screen are described in the table below.

Field Name	Description
Acquisition of Right of Way	If right of way acquisition is prerequisite to construction, please provide dates. If acquisition is not necessary, write "00/00/0000" in the date boxes.
Design Plan Review Cost Estimate	This milestone includes buildable plans and a cost estimate for those plans.
Financing in Place	TEA funds are paid as a reimbursement for costs incurred and paid by the recipient at the agreed upon match ratio. Funding is not available in advance of costs; hence, applicants must be prepared for the cash flow required for 100 percent of project cost.
Construction/Project Implementation	When will construction begin and finally end.

If this project is to be paired with any other construction project, use the next portion of Attachment S (pictured below) to provide a description of the proposed project and whether the enhancement project will be done concurrently with this other project or afterwards. Any additional comments regarding timing may be placed in the 'Additional comments about the project' box.

1. Project with MDOT Management: Yes ☒ No ☐

If yes, please provide the following information.

Project Description: (type of work, dates of the proposed construction, job number, etc.)

Please select the statement that is true:

- ☐ The TEA project will be done **concurrently with** the other project.
☐ The TEA project will be done **subsequent to** the other project.

2. Project with Local Management: Yes ☒ No ☐

If yes, please provide the following information.

Project Description: (type of work, dates of the proposed construction, job number, etc.)

Please select the statement that is true:

- ☒ The TEA project will be done **concurrently with** the other project.
☒ The TEA project will be done **subsequent to** the other project.

Buttons/Links

While you are working on your application, you can use the buttons described below. Once you have submitted your application, you can no longer modify the application and so the buttons are disabled.

TEA Home	Returns you to a list of all projects for your agency.
Go To Attachment “A”	Returns you to the page that lists all of your Attachments for the attachment you are currently working in.
‘previous’ or ‘next’	To move between your entries within a given Attachment
Insert	To add a new Attachment for your application
Delete	To delete the Attachment currently displayed on the screen
Save	To save the information you’ve entered for about an Attachment B to protect your information in case your Internet connection is lost.
Submit	Submits the current application for consideration by TEA personnel (Reminder, once you submit an application, you can no longer modify it)
TEA Help	Links you to a series of pages that explain how the TEA system works.
Logout	To exit the TEA on-line application system.
Insert Line	Adds a budget line for you to input additional budget items (Attachment F Only)
Delete Line	Deletes a budget line (Attachment F Only)
Compute Totals	Computes your total project budget (Attachment F Only)
View Image	Views image in Attachment B or Supporting Documents.

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